AAFB

CENTER OPERATING INSTRUCTION (COI)

Lost Time Assessment

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Center Operating Instruction Joint Signature Block

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1.0 INTRODUCTION

AEDC requires the effective and efficient operation of test and test supporting systems to assure required mission performance. Loss of service due to unplanned/unscheduled interruptions reduces the effectiveness and efficiency of Center operations. This instruction provides specific and consistent policy and procedure for identifying, recording, reporting and assessing the impact and contributors to lost test or activity time. By accurately and consistently assessing lost time, AEDC managers will be able to reduce unproductive time by implementing focused improvements.

2.0 SCOPE

This COI applies to the Government and contractors performing test or test supporting activities at AEDC. It is applicable to all AEDC government and contractor personnel including non-appropriated funded civilians, and AEDC test customers.

3.0 REFERENCES

None Identified

4.0 DEFINITIONS

4.1 Actual Time – Designated by placing an "ACT" in front of other terms or times defined herein, actual time is the time the event or activity actually occurred.

4.2 Air On Hours (AOH) – The scheduled/actual plant operations time (process air through the test cell/unit).

4.3 Contributors – The organizations, contractors, etc., which contribute to the Lost Test or Activity Time. See Categories of Lost Time, Appendix A.

4.4 Installation Hours (IH) – The scheduled/actual test article installation time.

4.5 Lost Activity Time (LAT) – The scheduled/actual activity time lost due to reasons identified in the Attached Categories of Lost Time. An activity may be in support of test, investment, support or maintenance. Time charged during RBA/DBA activities that do not provide test data for a customer including checkouts and validations is LAT. LAT is chargeable to activities scheduled by the Tactical Integration Group.

4.6 Lost Test Time (LTT) – The scheduled/actual test time lost due to reasons identified in the Attached Categories of Lost Time. LTT is time charged to RBA testing exclusively. LTT is charged during scheduled UOH/AOH for most facilities. In facilities where AOH is not accounted for, LTT will be charged for time lost during the test day OSH.

4.7 Operational Shift Hours (OSH) – The total scheduled/actual operational shift time. For purposes of test unit or plant, it is the number of hours that resources are made available to support a mission activity. OSH's are the hours a test unit or plant is staffed from start of installation through removal.

4.8 Removal Hours (R) - The scheduled/actual test article removal time.

4.9 Scheduled Time – Designated by placing an "SCH" prefix in front of other defined times or activities identified herein, scheduled time is the time for events or activities approved by the Government each Friday in the two-week consolidated schedule.

4.10 Shot, Run, Firing – The scheduled/actual time to complete one pre-defined operational cycle of the test facility, including installation, operation, and test article removal.

4.11 Standby Time – The scheduled/actual time associated with delays such as time waiting for power, dry air, high-pressure air, or other test units to complete operations.

4.12 User Occupancy Hour (UOH) – The scheduled/actual time a test unit is occupied (and staffed) by a test customer such that no other testing can be performed. User occupancy hours for Flight Systems (Propulsion Wind Tunnel (16T, 4T and 16S), Tunnels A, B and C), and APTU are equal to OSH less installation and removal time, scheduled downtime, electrical power supplier unavailable time, and lost test time. For ranges and arcs, UOH follows the same formula as PWT except that installation and removal time are included in the UOH. For Aeropropulsion Systems (ETF and ASTF Test Cells) UOH = OSH.

5.0 ROLES AND RESPONSIBLITIES

5.1 Test cell, plant and utility operators and maintainers, including those personnel working support or investment activities, shall report loss of service or interruptions in mission conduct to the AEDC Operations Center as soon as possible noting the time and location of the interruption. For on-going test operations, interruptions or lost time may be reported at the end of shift or on a day to day basis through use of contractor reporting procedures identified in Performance Work Statements.

5.2 AEDC Operations Center – Record the time and location of the interruption notification, assign an initial contributor and identify phase of operation, maintenance or investment project in which the interruption occurred. Follow documented notification procedures to assure those responsible for system operation and maintenance have the necessary information to locate and work resolution of the interruption.

5.3 AEDC/MAT, Maintenance Operations Plans and Scheduling Division, Maintenance Directorate – Review interruptions recorded by the AEDC Operations Center within 24 hours. If necessary, notify the Air Force Procuring Contract Officer and Government Program or Project Manager when an AEDC contractor is identified as contributing to lost time. Assure AEDC leadership is provided with lost time assessments at daily Mission Support Contractor briefings. Assure monthly lost time assessments are provided by the Mission Support Contractor for populating Key Performance Indicators.

5.4 Contributing Organizations/Contractors – Concur in writing (e-mail is acceptable) with the AEDC/MAT assessment or provide information which documents a different opinion or assessment. Work with AEDC/MAT personnel to resolve differences of assessment. When the difference cannot be worked out at this level, the issue will be elevated to the Government Directors of Operations, Maintenance, Investment, Support, Procurement and or the Judge Advocate for dispute resolution.

APPENDIX A
LOST TEST/ACTIVITY TIME CATEGORIES

Location:

1. Test Project/Process (DO)
2. Investment Project (IV)
3. Test Cells/Plant/Utilities/Labs/Shop
    a. Test Cell (T2, J4, C1 for example)
    b. Plant
        1) Von Karman Facility (VKF)
        2) Propulsion Wind Tunnel (PWT)
        3) Engine Test Facility (ETF)
        4) Aeropropulsion Systems Test Facility (ASTF)
    c. Utilities
        a. Electrical Power (EP)
        b. Fuels (JP)
        c. Natural Gas (NG)
        d. Steam (ST)
        e. Cooling Water (CW)
        f. Potable Water (PW)
        g. Wastewater (WW)
    d. PMEL (PM)
    e. Chem Lab (CL)
    f. Model Shop (MS)
4. Support
    a. Instrumentation or Controls (IC)
    b. Communications (CM)
    c. Computers (CO)
    d. Facilities (FA)
    e. Rail Transportation (RA)
    f. Cranes, lifting devices (CR)
    g. Environmental (EV)
    h. Safety (SA)
    i. Quality (QA)
    k. Logistics Support (Spare or Repair Parts) (LG)
5. Weather (WX)

Contributors:

1. User (USR)
2. Government (Air Force or Navy assigned to Arnold, AFB) (GOV)
3. Mission Support Contractor (ATA)
4. Other Government Agency (US Army Corps of Engineers, for example)
5. Other Support Contractor or Supplier (TVA, ERPUD, for example)

Phases:

1) Planning (PL)
2) Installation (IN)
3) Checkout, Validation or Verification (CO)
4) On-going Test Operations (TO)
5) Maintenance (MX)
6) Standby (ST)
7) Removal (RE)